



## **Memorandum of Agreement**

### **Working to Institutionalize Sex Education**

### **DeKalb County School District (DCSD)**

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Effective September 2011, the Georgia Campaign for Adolescent Power and Potential (GCAPP) was selected by the Grove Foundation as one of ten organizations to participate in a national initiative to support school districts and independent schools to build the infrastructure to institutionalize sex education in Georgia. The Working to Institutionalize Sex Education (WISE) initiative provides focused funding for nonprofits and education agencies working to advance school districts' sex education policies and programs and build school district capacity to sustain sex education programs over time. With WISE support, GCAPP works with school districts, schools, and local partners to provide technical assistance, training and resources to select, implement, and monitor comprehensive sex education curricula in schools.

The goal of WISE is to build new and strengthen existing sexuality and health education infrastructure to implement and institutionalize sex education in Georgia through five strategies:

- 1) Environmental Scan and Recruitment
- 2) Community & School District Engagement
- 3) District Policy Review
- 4) Teacher Training and Implementation
- 5) Evaluation and Institutionalization

### **I. Purpose of Agreement**

This Memorandum of Agreement (MOA) sets out the terms by which the Georgia Campaign for Adolescent Power and Potential (GCAPP) and DeKalb County School District (DCSD) will work together to continue to strengthen the implementation of comprehensive sex education curriculum within DeKalb County School District. This agreement will remain in effect from July 12, 2017 to June 30, 2018. Bobby Brewington, WISE Project Director, will be the key contact for GCAPP and Jennifer Powell, Coordinator of Health and Physical Education, will be the key contact for DeKalb County School District for this agreement. These individuals are responsible for ensuring the implementation of the activities listed below.

### **II. Roles and Responsibilities**

#### ***A. Responsibilities of GCAPP***

GCAPP agrees to provide the DeKalb County School District (DCSD) with on-going training and technical assistance to implement a comprehensive sex education curriculum.

**1. Technical assistance**

- a. Provide technical assistance site visits as appropriate to assist DCSD in the implementation, monitoring, and evaluation phases of the process.
- b. Provide technical assistance via mailings, telephone, email, and/or fax. Topics may include, but are not limited to: science-based sex education and teen pregnancy prevention programs, effective facilitation methodology, best practice reports, and program evaluation.

**2. Training for teachers new to the approved sex education curriculum**

- a. Provide DCSD with professional development training sessions for newly hired teaching staff to increase their capacity to effectively implement comprehensive sex education. Trainings may be in person or via web--based formats facilitated by a staff or national and local experts. GCAPP will cover the costs of the training for DCSD teachers who are new to sex education implementation using the DCSD-approved sex education curriculum.
- b. Provide specialized training to assist DCSD leaders in reviewing and revising DCSD policies around sexual health education to ensure the policy supports and bolsters district strategies and plans for institutionalizing comprehensive sex education.
- c. Offer DCSD reserved seating and discount prices, whenever possible, to relevant Metro Atlanta trainings by GCAPP.

**3. Communication**

- a. Provide regular updates based on independent observations of progress, challenges, and successes. These updates will be communicated to key district contact via regularly-scheduled meetings and/or calls.
- b. Engage in collaborative planning and implementation session with district and designated partners such as DeKalb County Health Department.

**4. Evaluation**

- a. Develop and implement a plan that evaluates the implementation and fidelity of teacher facilitation of the selected comprehensive sex education curriculum.
- b. Collect and analyze data on student knowledge and attitudes regarding sexual health topics using pre and post implementation tests and/or surveys.
- c. Disseminate results and lessons learned widely to national evaluator, funder, local partners, and the fields of public health, education, sex education, teen pregnancy in the form of reports, monographs, case studies, conference,



presentation, website, webinars and other means. Evaluation is used for continuous quality improvement.

***B. Responsibilities of DeKalb County School District***

DCSD agrees to fully implement the CSE curricula approved by the DeKalb County School District and allow GCAPP to evaluate the implementation of the selected curricula.

**1. District-wide Implementation**

- a. DCSD agrees to clearly define the scope and sequence for implementing the selected curricula for the grades approved by the school district.
- b. DCSD will provide district guidance to schools regarding expectations for implementation per grade level.
- c. DCSD will provide the supports required for long-term institutionalization of comprehensive sexuality education.

**2. Technical assistance**

- a. Participate in technical assistance visits and calls facilitated by GCAPP.
- b. Maintain ongoing communication with GCAPP regarding needs, challenges, and successes.

**3. Training**

- a. Provide required professional development time for pre-implementation teacher training sessions (for teachers new to the approved sex education curriculum) within established limits of district professional development plans and resources.
- b. Market training sessions, strategy meetings, onsite technical assistance meetings with staff, relevant community members and partner agencies in a timely manner.
- c. Ensure district and school level participation in trainings and discussions related to review and possible revision of DCSD sex education policy to ensure support for institutionalization of CSE.
- d. Secure meeting location associated with trainings, strategy meetings, and onsite technical assistance.
- e. Follow-up with GCAPP recommendations for additional skills trainings based on observation and assessment of teacher skill and comfort with sexual health topics.

**4. Communication**

- a. Provide updates as needed to GCAPP staff, participating district staff, community members and partner agencies to ensure they remain engaged and participatory in the curriculum selection, implementation, and evaluation process.
- b. Provide leadership in follow up with community members and partner agencies regarding any action items to complete.
- c. Participate in GCAPP's efforts to disseminate results and lessons learned widely to national evaluator, funder, local partners, and the fields of public health, education, sex education, teen pregnancy in the form of reports, monographs,

case studies, conference presentation, website, webinars and other means.

#### **5. Evaluation**

- a. Participate in program evaluation process, outcome and impact evaluation by agreeing to evaluate the implementation of the comprehensive sex education curriculum. This includes allowing GCAPP to pre and posttest students receiving WISE-supported sexual health education.
- b. Provide GCAPP and its contracted evaluator, access to observe teachers implementing sexuality curriculum in order to effectively monitor fidelity and develop sustainable procedures for district-managed monitoring system.
- c. Participate in the evaluation of the effectiveness of the training and technical assistance from GCAPP partnership.

### **III. Payment and Payment Schedule**

There is no cost, nor payment to the DeKalb County School District to participate in this three-year initiative.

### **IV. Duration of Agreement**

This agreement will be in effect from July 12, 2017 to June 30, 2018 and may be updated at any time through written agreement of each partner. Either party can terminate the agreement with 30 days written notice. Additionally, as required by O.C.G.A. § 20-2-506, this MOA shall terminate absolutely and without further obligation on the part of DCSD at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed, but shall automatically renew itself on January 1, 2018, and at the same time each year thereafter, without further action being required by either Party or a 30 day written notice of termination, for a period of up to two (2) optional one-year renewal terms.

### **V. Signatures of Parties' Principals**

If the terms of the Memorandum of Agreement are acceptable, please sign and date two copies of this agreement letter. Keep one copy for your records and return the other to GCAPP.

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Kim Nolte  
President and CEO, GCAPP  
1718 Peachtree Street, Suite 465, Atlanta, GA 30309

Date



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Dr. R. Stephen Green  
Superintendent, DeKalb County School District  
1701 Mountain Industrial Boulevard, Stone Mountain, GA 30083



Date